

GUIDANCE COUNSELOR / OPERATIONS COURSE

PHASE I NON-RESIDENT TRAINING PACKET

United States Army Soldier Support Institute Recruiting and Retention School Fort Jackson, South Carolina 29207

Edition Date: 7 January 2011

Sub-course Overview

PURPOSE: This sub-course is designed to assist in the preparation of candidates for attendance to the “Resident Phase” of the Guidance Counselor / Operations Course (GCOC). The intent of this sub-course is to standardize the Phase I training program.

PREREQUISITES: The Soldier/Civilian must be an official candidate for Guidance Counselor (GC), Recruiting Operations (Opns), or Recruiting Command Directorate Staff positions. The Soldier must have at a minimum 24 months station commander time to attend this course. This sub-course will be completed during the candidate’s 2-week training requirement at their local Military Entrance Processing Station (MEPS) and Operations Section (Opns), (seven working days at MEPS and three working days in Operations).

SUMMARY: This sub-course consists of two sections (Guidance Counselor functions and Operation’s NCO functions). In each section there are various tasks which need to be completed and given to the instructors upon arrival to the GCOC. Each task will be accomplished under the supervision and direction of the Senior Guidance Counselor (SGC) and Operations NCOIC. The Recruiting Battalion SGM / CSM (for battalion controlled shops), Brigade CSM for consolidated shops, is responsible for the implementation of this training program. The ability to successfully perform each of these tasks will greatly improve the candidate’s comprehension of materials presented during the four week “Resident Phase”.

EVALUATIONS: The evaluation of this training will be conducted at the Recruiting and Retention School (RRS). A candidate’s inability to enter into GCRC or REQUEST will preclude them from attending the GCOC. You will find the performance standards for graduation enclosed. These performance standards will be used for the evaluation of the student during course attendance. The more familiar the candidate is with this evaluation, the better their chance of graduating. The SGC will provide these standards to each candidate.

NOTE

CANDIDATES WILL COMPLETE THE DISTANCE LEARNING PORTION FROM FROM THE LMS PRIOR TO ATTENDANCE AND BRING A COPY OF THEIR TRANSCRIPTS FROM THE LMS

CANDIDATES WILL BRING THE Phase I packet with them; All completed tasks tabbed and in a binder. FAILURE to complete all tasks will constitute immediate disenrollment from course And the candidates will not be allowed to attend phase II training. Candidates will be returned to home station immediately

Section I

GUIDANCE COUNSELOR FUNCTIONS

OVERVIEW

Description

This section will compliment the training received during the GCOC operations training

Learning Objective

Action: Correctly verify and manipulate applicant data.

Conditions: You will be using “Live” applicant data from your assigned MEPS. Using GCRC and REQUEST hardware and software, your recruiting battalion processing lists, and any other references required.

Standards: You will accomplish these exercises without error.

General instructions for the SGC

The SGC has the responsibility for training each candidate for attendance at the GCOC. Candidates will be familiar with GC procedures. This sub-course is not intended to have each candidate trained to graduation standards. Your training will focus on the utilization of GCRC and REQUEST software. It is your responsibility to ensure the soldier is proficient at logging into the system. They will know proper techniques to access GCRC and REQUEST. They will be familiar with the GCRC Tabs. Their inability to perform these tasks will result in “**Academic Elimination**”. Without proper implementation of this training program the candidate will have difficulties graduating.

TASK A: RECEIVE APPLICANT PACKET AND QC FOR ENLISTMENT ELIGIBILITY
TASK B: UPDATE IN GCRC AND SUBMIT BUILD TO REQUEST
TASK C: VERIFY RECORD IN REQUEST
TASK D: CONDUCT A SEARCH/LOOKUP
TASK E: COMPLETE A RESERVATION
TASK F: 7-30 DAY PACKET CHECK PROCEDURES
TASKG: SHIP APPLICANT

PERFORMANCE EVALUATION OPERATIONS (RA AND USAR)

TASK A: PROCESS BATTALION LEVEL WAIVER
TASK B: MPA
TASK C: INCENTIVE AWARDS
TASK D: COMPUTE CONVERSION DATA
TASK E: RMA DATA

Senior Guidance Counselors and Operations NCO's,

Ensure your candidates **DO!!**

Arrive in proper uniform.

Pull "End of Day" reports **daily** with supervision of SGC.

Work 5 days with the early shift.

Repeat each task when time permits.

Work with GCRC / REQUEST **daily**.

Become involved in all aspects of the operation.

Become familiar with the GCRC Select a Person screen and transferring the projection to REQUEST **daily**.

Log-in and Log-off the GCRC / REQUEST system.

Review and be familiar with all the appropriate regulations.

Understand the who, what, and why of each task and how it is linked with other duties.

Ensure your candidates **DON'T!!**

Become "Observers Only". Work them aggressively.

Sign any paperwork involving an enlistment contract.

Spend more than 1 day working with the QCNCO.

Become uninvolved. Use every minute to train.

Stay unsupervised. Give them direction.

Become the resident "Copy Person".

Become runners.

TASK A

(Receive Applicant Packet and QC for Enlistment)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Verify GCRC enlistment record, and perform GCRC quality control procedures IAW the established Evaluation Guide, references, and equipment provided. Have the candidate verify and QC an adequate number of packets to become familiar and comfortable with the process. At the completion of this task the candidate should be able to:

1. Verify applicant record and ensure each record has passed E-validation according to the ACT
2. Validate the applicant is listed in Workflow inbox
3. Use Select a Person screen and tab through, making corrections as required.
3. Check packet for completeness and accuracy and establish enlistment eligibility.
4. Verifies EPSQ disk is present and contains the correct applicant's data.
5. Verifies EPSQ validation with zero errors is in the record.
6. Annotate deficiencies in GCRC and completes by giving the record a "GO" or a "NO GO".
7. **Corrects deficiencies if possible.**
8. Inform SGC of deficiencies that can not be corrected or that are more serious.
9. Complete the GC QC by checking either the Approved (GO) or Disapproved (NO GO) column.
10. Determine applicant's eligibility.
11. Verify applicant data is correct – GCRC applicant data screen.

TASK B

(Update an applicant in GCRC and submit build to REQUEST)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Update applicant record, without error, using GCRC applicant tabs and transfer to REQUEST IAW the established Evaluation Guide, references, and equipment provided. This provides the candidate with experience in data entry. Secondary emphasis is on enhancing hardware and software literacy. Ensure the candidate updates applicants in GCRC and transfers, not just builds in REQUEST. Ensure the candidate understands how and understands why they are to do it this way. Provide the candidate with different types of applicants. At the completion of this task the candidate should be able to update the following types of applicants without error.

USE PRINT FRAME WITHIN THE FILE BUTTON TO VALIDATE WORK, BRING PRINTED FRAMES TO THE GCOC COURSE.

1. **PRIOR SERVICE (USAR FULL PROCESS):** Be able to view, update and transfer to request.
2. **PRIOR SERVICE (RA):** SAME AS #1.
3. **NPS (RA):** SAME AS #1.
4. **NPS (USAR):** SAME AS #1.

TASK C

(Verify an applicant's record in REQUEST)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Verify applicant record transferred to REQUEST and correct all errors, if applicable, IAW the established Evaluation Guide, references, and equipment provided. Provide the candidate with different types of applicants. Ensure the candidate understands the different entries required for different types of applicants. Ensure the candidate understands what needs updating that GCRC will not update corrections from REQUEST. At the completion of this task the candidate should be able to verify the following records and make necessary entries without error:

USE PRINT FRAME WITHIN THE FILE BUTTON TO VALIDATE WORK, BRING PRINTED FRAMES TO THE GCOC COURSE.

1. Regular Army applicants:

- a. Prior Service (PS)
- b. Glossary Non-Prior Service (DOS)
- c. Non-Prior Service (NPS)
- d. Civilian Acquired Skills Program (ACASP)

2. Army Reserve applicants:

- a. NPS Standard Training Program.
- b. Alternate Training program (when possible)
- c. PS (Training or No Trainer)
- d. Individual ready Reserve Transfer (TRR)

TASK D

(Conduct a Lookup)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Conduct applicant "LOOK-UPS", without error, IAW the established Evaluation Guide, references, and equipment provided. At the completion of this task the candidate should be able to conduct the following "LOOK-UPS" and have a good understanding of which "LOOK-UPS" apply to what type of applicant:

USE PRINT FRAME WITHIN THE FILE BUTTON TO VALIDATE WORK, BRING PRINTED FRAMES TO THE GCOC COURSE.

RA Applicants

- a. Option 3
- b. Option 4
- c. Option 18
- d. Option 19
- e. Option 40
- f. Option 26

USAR Applicants:

- a. NPS applicant
- b. PS applicant
- c. TRR applicant
- d. CAS applicant

TASK E

(Make a Reservation)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Pull applicant reservations, without error, IAW the established Evaluation Guide, references, and equipment provided. Ensure the candidate pulls an adequate number of reservations to become familiar with the REQUEST program and comfortable with the process. At the completion of this task the candidate should be able to make a reservation, without error, IAW the following:

BRING COPY OF RESERVATION ALONG WITH DEP IN SCREEN FROM GCRC.

1. Type of applicant
2. Applicant qualifications
3. Current incentive message

TASK F

(7-30 DAY PACKET CHECK PROCEDURES)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Perform a 7-30 day before ship packet check, ensure they are free of errors, and ready to ship IAW the established Evaluation Guide, references, and equipment provided. Ensure the candidate performs QC procedures on an adequate number of ship packets to become familiar with the process. At the completion of this task the candidate should be able to:

BRING E VALIDATION AN FRAME CAPTURE WITH ALL SOURCE DOCUMENTS LISTED

1. Review record for accuracy and completeness.
2. Ensure Enlistment Eligibility, MOS Eligibility and Incentives given are correct and authorized.
3. Ensure GCRC has been updated with changes and QC has been completed.
4. Scan in new or updated documents to the proper location in the ERM.
5. Ensure ENTNAC and DAT results are posted.
6. Correct deficiencies if possible to ERM.
7. Annotate the reason for the no go or any other info about the packet in the comment section of the Task Manager

TASK G

(Ship an Applicant)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1.

STANDARDS

Ship applicants, without error, IAW the established Evaluation Guide, references, and equipment provided. Ensure the candidate has the opportunity to ship RA NPS, RA PS/DOS, and USAR applicants. At the completion of this task the candidate should be able to ship an applicant and ensure the following procedures are followed:

USE PRINT FRAME WITHIN THE FILE BUTTON TO VALIDATE WORK, BRING PRINTED FRAMES TO THE GCOC COURSE.

RA

1. Verify changes since DEP and be able to update REQUEST Reservation with changes; i.e.; "promotion to E-2 or address change."
2. Add documents if necessary.
3. Update ERM with any additional changes.
4. Ship applicant in REQUEST.

PS/DOS

1. Verify changes since beginning of Delayed Status and update REQUEST Reservation with changes.
2. Add documents if necessary.

USAR

1. Verify changes since enlistment.
2. Add documents if necessary.

THIS CONCLUDES SECTION I OF THE TRAINING PROGRAM.

THIS PAGE INTENTIONALLY LEFT BLANK

NAME: _____
DATE: _____

Start Time: _____
Finish Time: _____

Performance Evaluation

(Enlist an Applicant into The DEP/DTP)

CONDITIONS

Given a Dell computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, a simulated enlistment record, a simulated MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-201, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1. The instructor will play the role of the applicant, all Operations positions, and any other resource the student may require for this examination.

STANDARDS

Enlist an applicant IAW the established Evaluation Guide, references, and equipment provided.

TRAINING AND EVALUATION

(Evaluation Preparation)

SETUP: Ensure that the simulated record is reviewed and updated. All dates should be within acceptable and realistic limits. Do **not** make the scenario unrealistic. Keep the simulated applicant's buying motive in perspective. Be alert to probing type questions of the students. Do **not** lead student into the appropriate response.

BRIEF THE SOLDIER: The GC's briefing will consist of the following: All documents with the record are to be assumed an original unless specified differently on the document. You are working at the MEPS. Any type of simulated communication will be out loud and directed to your assigned instructor. You may not ask any "How to" type questions. Doing so will result in some type of response, (from the instructor), that will not answer that particular question. All scenarios are designed to evaluate your ability to tackle problems you may encounter while performing duties as a Guidance Counselor. During the evaluation you will address the instructor as the individual to whom you would be speaking, ie..ISG, Company Commander, USAREC P & P, etc... RA Students will have 2 1/2 hours to complete this task and USAR students will have 3.

* The sub-tasks will be accomplished in the sequence above.
** Only applicable if applicant reveals any new information

Evaluation Guide

<i>Performance measures</i>	<i>Results</i>	
*1. Check ERM Packet for Completeness and Accuracy (Verifies EPSQ)	P	F
*2. Note Deficiencies in the comment section of the Task manager	P	F
3. Corrects Deficiencies	P	F
*4. Verify Applicant Data on GCRC	P	F
Name		
SSN		
Enlistment Type		
Gender		
Recruiter ID		
Station ID		
Physical Profile		
Color Perception		
Math and Science		
Test scores		
*5. Verifies Enlistment Eligibility (UR 601-96)	P	F
Note: Student will call a member of the CLT with a GO Vs NO-GO status.		
6. Send Data to REQUEST	P	F
*7. Identify any DBM Indicators	P	F
*8. Interviews Applicant	P	F
9. Updates Enlistment record ** (Validates EPSQ)	P	F
*10. Identify DBM	P	F
11. Conduct a SEARCH	P	F
12. Conduct a LOOK-UP (If required)	P	F
13. Shows applicant video of job being offered	P	F
Note: Have applicant read appropriate program enlisted for IAW AR 601-210 Chap 9.		
*14. Obtain a Reservation	P	F
*15. Updates ERM	P	F

(Maximum of 2 Errors)

*16. Signs all proper places on Dynamic annex	P	F
17. Enters appropriate information in the remarks (DD Form 1966) (Maximum of 1 Error)	P	F
18. Updates SF 86 (EPSQ) and prints validation report (zero Errors)	P	F
19. Certifies SF 86 (EPSQ), prepares data for transmission to DSS	P	F
20. Congratulates the applicant	P	F

Feedback

Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier scores a NO-GO, explain what caused the NO-GO and what the proper procedures are for performing task or sub-task correctly.

NAME:_____

Start Time:_____

DATE:_____

Finish Time:_____

Performance Evaluation

(Enlist an Applicant into The PS Delayed Status)

CONDITIONS

Given a Dell computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, a simulated enlistment record, a simulated MEPCOM Record's jacket, access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1. The instructor to play the role of the applicant, all Operation positions, and any other resource the student may require for this examination.

STANDARDS

Enlist an applicant IAW the established Evaluation Guide, references, and the equipment provided.

TRAINING AND EVALUATION (Evaluation Preparation)

SETUP: Ensure that the simulated record is reviewed and updated. All dates should be within acceptable and realistic limits. Do **not** make the scenario unrealistic. Keep the simulated applicant's buying motive in perspective. Be alert to probing type questions of the students. Do **not** lead student into the appropriate response. Maintain a realistic scenario.

BRIEF THE SOLDIER: The GC's briefing will consist of the following: All documents with the record are to be assumed an original unless specified differently on the document. You are working at the MEPS. Any type of simulated communication will be out loud and directed to your assigned instructor. You may not ask any "How to" type questions. Doing so will result in some type of response, (from the instructor), that will not answer that particular question. All scenarios are designed to evaluate your ability to tackle any problems you may encounter while performing duties as a Guidance Counselor. During the evaluation you will address the instructor as the individual to whom you would be speaking, ie. 1SG, Company Commander, USAREC P & P etc. RA students will have 2 1/2 hours to complete this task and USAR students will have 3.

***Must be accomplished in the sequence listed.**

**** Only applicable if applicant reveals any new information.**

Evaluation Guide

<i>Performance measures</i>	<i>Results</i>	
*1. Check ERM Packet for Completeness and Accuracy	P	F
2. Note Deficiencies in the comment section of the Task manager	P	F
3. Corrects Deficiencies	P	F
* 4. Checks MOS Availability	P	F
*5. Verify Applicant Data on GCRC	P	F
Name		
SSN		
Applicant Type		
Gender		
Days of Service		
Recruiter ID		
Station ID		
Physical Profile		
Color Perception		
Test scores		
*6. Verifies Enlistment Eligibility	P	F
Note: Student will call a member of the CLT with a GO Vs NO-GO status.		
7. Submit 680 ADP to request	P	F
8. Verifies Applicant Data on REQUEST	P	F
9. Pull Annual Program Met Report, check if PS MOS is frozen	P	F
10. Interviews Applicant	P	F
11. Updates ERM * (If Required)	P	F
12. Conduct a SEARCH (If Required)	P	F
13. Conduct a LOOK-UP (If Required)	P	F
*14. Obtain a reservation	P	F

14. Enters appropriate information in remarks (DD Form 1966) P F

Retention Control Point (PS only)

Retrain Authority

Other

(Maximum of 1 Error)

15. Selects appropriate ENTNAC path P F
(If Required IAW UR 601-96)

16. Completes GC entries for SF86 P F
(If Required IAW UR 601-96)

Feedback

Score the GC GO if all performance measures are passed. Score the GC NO-GO if any performance measure is failed. If the GC scores a NO-GO, explain what the item is and the proper procedures for performing this task.

NAME: _____

Start Time: _____

DATE: _____

Finish Time: _____

Performance Evaluation

(Ship (RA) an Applicant)

CONDITIONS

Given a Dell computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, a simulated enlistment packet, a simulated MEPCOM Record's jacket, and access to the following references: AR 601-210, AR 611-21, UR 600-22, UR 601-96, UR 601-94, UR 601-45, UR 601-101, UR 621-1. The instructor will play the role of the applicant, all Operation positions, and any other resource the student may require for this examination.

STANDARDS

Ship an applicant IAW the established Evaluation Guide, references, and the equipment provided.

TRAINING AND EVALUATION

(Evaluation Preparation)

SETUP: Ensure that the simulated record is reviewed and updated. All dates should be within acceptable and realistic limits. Do **not** make the scenario unrealistic. Keep this situation in perspective; this applicant is here to ship today. Be alert to probing type questions of the students. Do **not** lead student into the appropriate response. Maintain a realistic scenario.

BRIEF THE SOLDIER: The GC's briefing will consist of the following: All documents in the packet are to be assumed an original unless specified differently on the document itself. You are working at the MEPS. You are the "Ship" counselor. Any type of simulated communication will be out loud and directed to your assigned instructor. You may not ask any "How to" type questions. Doing so will result in some type of response, (from the instructor), that will not answer that particular question. All scenarios are designed to evaluate your ability to tackle problems you may encounter while shipping an applicant to a Training Base or Active Duty. During this evaluation you will address the instructor as the individual to whom you would be speaking, i.e.. 1SG, Company Commander, USAREC P & P, or whomever. RA students will have 1 1/2 hours to complete this task. USAR students do not perform this task. Their applicants access the same day they enlist.

***Must be accomplished in the sequence listed.**

**** Only applicable if applicant reveals any new information.**

Evaluation Guide

<i>Performance measures</i>	<i>Results</i>	
*1. Checks the ERM for completeness and accuracy	P	F
*2. Verifies changes since DEP (Mental, Moral, Physical)	P	F
*3. Verifies enlistment eligibility (UR 601-96)	P	F
4. Takes corrective action	P	F
*** Updates ERM and REQUEST of any changes in personal record		
Obtains additional documents** AR 601-210, UR 601-96		
5. Corrects deficiencies	P	F
6. Verify applicant data on GCRc	P	F
7. Updates signatures on 1966 series (Maximum of 2 Errors)	P	F
8. Correctly completes DD Form 1966/3 Item 33 & remarks	P	F
Ensure Suitability results are present		
Ensures any missing entries are complete		
9. Adds any missing form(s)		
10. Congratulates the applicant	P	F

Feedback

Score the GC GO if all performance measures are passed. Score the GC NO-GO if any performance measure is failed. If the GC scores a NO-GO, explain which item failed and the proper procedures for performing the task.

Section II

OPERATIONS NCO/PERSONNEL FUNCTIONS

OVERVIEW

Description:

This section consists of tasks designed to introduce the candidate to several key functional areas within the Recruiting Battalion Operations Section. Each task will be performed IAW the corresponding directives and applicable regulations. Each task, once accomplished, will be attached to the task sheet. Upon arrival at the GCOC, the tasks will be consolidated and evaluated by the course instructors.

Learning Objective:

Action: Perform specified duties of Recruiting Battalion Operations NCO/Personnel.

Conditions: Given the appropriate data, equipment, and regulations.

Standards: You will perform these tasks using actual information from your BDE/BN Operations Section.

General instructions for the Senior Operations NCO:

The Operations NCO/Personnel has the responsibility for training each candidate using the prescribed task sheets. Candidates will be familiar with Operations procedures. This sub-course is not intended to have each candidate trained to graduation standards. The intent of this sub-course is familiarization. Your training will focus on collection of data and certain other procedures. It is your responsibility to have the soldier understand basic Operations NCO functions. Their ability to perform these tasks will greatly improve their chances of graduating the course.

TASK A

(Process a Battalion Level Moral Waiver)

CONDITIONS

Given a computer (with installed GCRC / REQUEST software), HP Laser Jet 5L printer, HP Laser Jet 4 printer, an enlistment record, a MEPCOM Record's jacket, and access to the following references: AR 601-210, UR 601-96, UR 601-56, UR 601-94, UR 601-101.

STANDARDS

Process a Battalion level moral waiver from the time it is received at OPS until it has been completed and is ready for approval/disapproval by the Battalion Commander, IAW all applicable regulations, i.e., AR 601-210, UR 601-96, UR 601-56, UR 601-94, UR 601-101.

TASK B

(Pull Production Reports)

CONDITIONS

Given a computer (with access to MPA), HP Laser Jet 5L printer, HP Laser Jet 4 printer, and LAN or Wifi.

STANDARDS

Have the candidate access MPA and pull the following reports:

- a. Co - Bn FYTD & previous FY Production Report (Mission Group Combined Column) for the last quarter and "like" QTRS for the last 3 years completed. IE. 1st QTR 10, 1st QTR 09, 1st QTR 08, by month.
- b. Bn disposition roster for previous day's processing
- c. Station Mission Box Report for the last completed QTR and "like" QTRS for the last 3 years.
- d. Station - Bn LSA Report for the FY.
- e. Company-Battalion Map RA/USAR (current)

~~**TASK C (VOID)**~~

~~(Compute RS Incentive Award Points)~~

CONDITIONS

~~Given UR 672-10, Production reports, disposition reports, applicable messages, current Recruiter's Edge, and UF 598.~~

STANDARDS

~~Have the candidate compute incentive award points for all recruiters in any LPSC recruiting station in the battalion (Most recently completed RSM) using a separate UF 598 for each recruiter and the Station Commander IAW applicable regulations, current messages, and current reports/disposition rosters.~~

TASK D

(Compute Battalion Conversion Data and Create a Bn level Mission Accomplishment Plan)

CONDITIONS

Given last 12 months conversion data for all companies and the battalion and UM 3-03.

STANDARDS

1. Have the candidate compute all the companies' conversion data within the battalion for the next RSM. (If data is not available to compute the next RSM MAP, complete for the current RSM MAP).
2. Have the candidate create a MAP for all companies within the battalion for the next RSM. (If data is not available to compute for the next RSM, compute for the current RSM).

TASK E

(Compile PAE data)

CONDITIONS

Given a computer (with access to USAREC LAN), MAPINFO software HP Laser Jet 5L printer, HP Laser Jet 4 printer, and a modem 2400 BAUD or higher.

STANDARDS

1. Have the candidate obtain the following information concerning a Battalion RMA from the program CARS:

- a. ASRPT (Average Station Report) for all companies in the Battalion.
- b. SSRPT (Station Summary Report) for one Company.
- c. DSRPT (Detailed Station Report) for one Company.
- d. ATRPT (USAR Average Territory Report) for entire Battalion.
- e. UTSRPT (USAR Territory Report) for one Company.
- f. DUTRPT (Detailed USAR Territory Report) for one Company.
- g. Form 878 (USAR Territory Report) for one Company.
- h. Market Share Reports for last three completed Fiscal Years (FY). Data should be for Company – Battalion.
- i. OAC (Out of Area Contract Report) for one Company.

3. Candidate should understand the following concepts:

ASRPT

- a. 3yr average per OPRA
- b. Updated quarterly
- c. Table of distribution (TDA); authorization versus assigned
- d. Current/Projected population represents Military Available (MA)
- e. Station GSA average compared to Company/Battalion average, how “write rate” compares
- f. Station Volume average compared to Company/Battalion average, how “write rate” compares
- g. Examples of how the Recommended OPRA number can be used and applied

SSRPT

- a. The difference between this report and ASRPT it’s significance and value

DSRPT

- a. Understand the importance of the zip code alignment
- b. Realized the value of the report to the lower echelons
- c. Relationship of the High Schools and Colleges and there location in the station area

ATRPT

- a. 2yr average per OPAGR
- b. No market share data included
- c. Population (MA) age group
- d. Authorizations for recruiter’s compared to recruiters in position
- e. Recommendation of OPAGR is based on 60% on unit vacancies

USRPT

- a. The difference between this report and ATRPT its significance and value

Form 878

- a. RSID, additional RSID’s which provide support and USAR centers supported

Market Share

- a. Understand the relationship of army recruiters to DOD recruiters (45%)
- b. How 45% of market share relates to your Battalions given market
- c. Relationship of Stations and Companies that exceed and or fall short of 45% of the given market
- d. The comparison of Market Share report to BOARDS reports
RSM to Calendar
Gross –vs- Net

- e. Competitive and comparison analysis to other branches of services

OAC

- a. Production data versus Market share take
 - b. Explanations for numbers (other than poaching)
 - c. Possible mission techniques
4. Candidate should be able to analyze these reports and develop a course of action for the Battalion to aggressively attack market segments which need attention, maintain segments that are doing well, and expand segments that are under developed.
5. Candidate should understand the Battalion missioning process and procedures at the Battalion level. A thorough explanation of the Battalion's mission model is required.

**THIS CONCLUDES THE PHASE I
NON-RESIDENT PORTION OF THE
GUIDANCE COUNSELOR / OPERATIONS
COURSE**

*** Battalion Master Trainer will keep a copy
of this packet on file at the Battalion until
candidate graduates from the course.**

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Certification of GCOC Phase I Training

1. I the Master Trainer _____ have counseled the following person and initiated the Phase 1 packet.

I certify that I _____ have started PHASE 1 training on _____. In addition to my certification, the following individuals also certify training was completed:

SGC	_____	_____
	Signature	Date
OPS NCOIC	_____	_____
	Signature	Date
BN Commander	_____	_____
	Signature	Date

2. Any issues concerning this certification should be directed to the Battalion Commander.

3. **This certification along with a copy of the candidates latest DA Form 705 and the candidates CBT certification for MS Office must be in possession of the candidate at initial in processing at Fort Jackson or the candidate will be returned to their home unit.**

4. ***Notified of my attendance to attend the GCOC on or about _____.**

*Spent exactly _____ training days at my MEPS.

*Spent exactly _____ training days at my Battalion OPNS.

*I have converted to MOS 79R on or about (date) _____.

**** MARK THE ONE THAT APPLIES**

___ I am currently assigned (on orders) in a Guidance Counselor position.

___ I am currently assigned (on orders) in a Battalion OPNS position.

___ I am currently assigned (on orders) in a USAREC Staff position.

___ I am projected (no orders) to fill a Guidance Counselor position.

___ I am projected (no orders) to fill a Battalion OPNS position.

___ I am projected (no orders) to fill a USAREC Staff position.

___ I am not projected to be assigned to fill a Guidance/Operations/USAREC Staff position.

Comments: _____